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GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES

NOTIFICATION

The 21st April, 2025

No.17/10/2024-3IP3/171.-

- 1.0 Vide Notification. 674/PA/CE/DRG, Dated 13-10-2023, a procedure has been framed for the use of Departmental Machinery. This procedure will be in the favour of the department and Government.
- 2.0 The aforesaid procedure, which is at Annexure-I to this notification is published for the information of general public as well.

Sd/-

KRISHAN KUMAR IAS
Principal Secretary Water Resources

Annexure-1

Department of Water Resources
Drainage Administration

To

1. Chief Engineer/Canals
2. MD/PWRMDC
3. All Superintending Engineers/Drainage and Canals
4. All XEN of WRD and PWRMDC

Memo No. 674/PA/C.E/Dag
Dated:- 13/10/2023

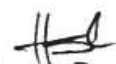
Subject:- Procedure to be adopted for use of Departmental Machinery.

- 1.0 Please refer to the subject cited above.
- 2.0 As you all are aware that the department has recently purchased 5 new chain mounted machines which are working under control of XEN/Mechanical Construction Division Amritsar. 5 more chain mounted machines are being purchased which are expected to arrive shortly with the department.
- 3.0 Since the earlier working of machines has given a good performance to save the funds of the State Govt., it shall be in the favor of the department and Govt. that the maximum benefit of these machines is taken.
- 4.0 The works recently proposed by the field officers of Drainage and Canal Administration were discussed during the review meeting on 10.10.2023. Some suggestions were given by the field officers and accordingly following procedure be adopted while placing job order to the concerned Mechanical division having machinery:-
 - a) Executive Engineer/Drainage, Canal or PWRMDC shall propose the work to be executed with the help of these machines.
 - b) Estimated cost of the work as per prevalent norms shall be worked out by the XEN as per CSR Items.
 - c) The Anticipatory sanction shall be applied by the XEN to Chief Engineer (concerned) after recommendation of Superintending Engineer (concerned).
 - d) From the earlier experience with the machines, it has been learnt that the working cost (running) for these machines has come out to be approximately 30% of estimated cost as per CSR.
 - e) Considering the ageing of machines and depreciation with time and any other incidental expenses, the estimated cost for each such work would be taken as 35% of estimated cost as per CSR, which shall be called as working cost.
 - f) Anticipatory sanction equal to working cost or 35% of the estimated cost as per CSR under the relevant Head of Account shall be granted by the concerned Chief Engineer.

- g) On the basis of this anticipatory sanction, XEN concerned shall place a job order as per prescribed Performa to the office of XEN/Mechanical (having machine).
- h) JE in-charge of machine shall inspect the site & finalize the type of machine required and give confirmation to his SDO and XEN for deployment of machine on site.
- i) JE of Concerned Civil Division shall be providing the basic needed items or help for stay of the JE Mechanical & his operator staff.
- j) After completion of the work, XEN mechanical shall submit the final bill along with Log book and measurement book etc. which shall be considered as base for the final estimate of the Civil division & accordingly final estimate shall be submitted by XEN Civil to Chief Engineer (concerned) after recommendation of SE concerned.

Needful action be taken by all concerned.


D.A.: Amended Guidelines


Chief Engineer Drainage-
cum-Mining and Geology
Water Resources Department
Punjab, Chandigarh

Endst. No. 675-77/PA/CE/Drg

Dated:- 13/10/2023

1. Principal Secretary, Water Resources Department for information please.
2. Superintending Engineer/Amritsar Drainage Circle to monitor that proper schedule of machines and deployment of machines is being done by the Mechanical division.
3. XEN/Mechanical Construction Division Amritsar to coordinate for site inspection and finalization of machine type so that work is started on site without any delay.


Chief Engineer Drainage-
cum-Mining and Geology
Water Resources Department
Punjab, Chandigarh

Amended Guidelines for usage of Departmental Machines**INDEX**

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1. Scope

This document lays down the guidelines for working out the operating procedure including placing job order, Operational cost estimation and other aspects for departmental owned excavation machines.

2. Preparation of Estimate for the operation of the machine

- Framing & approval of estimate for the work to be executed (cleaning of drain/canal) by Civil Division.
- Working estimated cost as approximately 35% of the estimated cost as per CSR be calculated.
- Framing & approval of annual estimate of running and maintenance of machine shall be done by Mechanical division.

3. Placing the job order for the work

- Anticipatory sanction equal to 35% of the estimated cost of CSR as Working cost shall be obtained by the concerned XEN/Civil from the concerned Chief Engineer through recommendation of Superintending Engineer (concerned).
- Job order should be placed by Executive Engineer of Civil division.
- Job order should specify the name of work as per estimate,
- Job order should also include the cost of work, location of site of work (Name of village, GPS location), RD of Bridges and name of Road, Bed width of drain etc (Template attached as Annexure A)

4. Site Inspection

- JE and operator of Mechanical Division will inspect the site the very next day before confirming to take up the work and the inspection report shall be submitted by the SDO/Mechanical to XEN/Mechanical the same day.
- Site inspection has to be done by Mechanical division to check the Site condition to decide: -
 - The size of boom of the machine

- The time required to complete the estimated work.
- Cost effective i.e machine running charges vis-à-vis to the estimate of work prepared by civil division.
- Checklist of the Inspection
 - a) Bed Width of the drain.
 - b) Length of the drain to be cleaned.
 - c) Accessibility of the spot by trailer.
 - d) Feasibility of the work i.e. whether it can be executed by the available machinery.
 - e) Size of Machine and boom length required.

5. Transfer of Funds

- The XEN/Mechanical will raise BT bill for 80% of the working cost and XEN/Civil shall transfer the initial funds immediately.
- A separate current account will be maintained by the concerned Mechanical division for these works. Requisite permissions from Finance department if required should be taken accordingly.

6. Shifting of the machine

- Shifting of machines is done by trailer which shall be hired. (if trailer not available with the Mechanical Division).
- Identification of firms having trailer facility in major districts has to be done XEN/Mechanical,
Trailer Specification for shifting of Machine Should have length equal to or more than 23 Ft according to the type of the machine:
- Fixing of rates of trailer per kilometer wise can be done through LPA for immediate operations.
- For long term hiring of trailer, tenders can be floated to short list the agencies.
- The rates so received and approved shall be valid for one year from the date of approval.

Timeline for operation by Departmental Machines

Sr. No.	Activity	Timeline (Days)	Division responsible
1	Placing of Job order	T	Civil Division
2	Site Inspection	T+1	Mechanical division
3	Raising of BT bill by Mechanical division and transfer of funds by Civil division	T+2	Mechanical division and Civil division
4	Arrangement of trailer	T+4	Mechanical division
5	Shifting of machine and stay arrangements for machine staff	T+5	Mechanical division and civil division
6	Start of operation	T+6	Mechanical division

7. Operation of machine

- One operator and one T-mate shall be deployed at machine per shift.
- Progress of machine shall be 25000-32000 sq ft per day for 8 hour shift for cleaning of weed, jala, booti etc. However, the progress may vary as per site.
- The tariff charges for fuel are generally not required to be considered as the fuel is provided by the petrol pump operators on site. However, if in case the facility is not provided then, the tariff for the same be included in the manufacture estimate of the machine.
- For transporting Grease, spare parts etc., a vehicle such as bolero *camper*, truck will be required. Presently, XEN, Mechanical/ Amritsar and Mohali has one truck available with them. If need arises, tenders can be invited for hiring more vehicles after taking approval from Govt.
- For analysis of fuel consumption, a general idea can be worked out by considering 16 working hours per day (2 shifts) of machine, consumption of fuel per hour according to the type of machine, Rs 90

per litre as rate of fuel (Prevailing market rate of diesel), general idea of per day expenditure can be worked out by

Sr. no.	Name of machine	Per hour consumption	No. of shifts	Calculation	Funds required per day (in Rs)
1	Ex130 super plus	8 ltr.	2	16X90X8	11520
2	Ex200 super Plus	14 ltr.	2	16X90X14	20160
3	Ex215 super plus	14 ltr.	2	16X90X14	20160

- Civil division will deploy at least one beldar at the machine for coordination and one beldar be deputed as chowkidar.

8. Repair/Service of the machine

- Service of machines is generally required after 500 hours.
- For daily maintenance, two kg of grease having following specifications will be required.

Specifications of lubricants:

Sr. No.	MODEL	ENGINE OIL GRADE	HYD OIL GRADE	GREASE	GEAR OIL GRADE
1	EX200	CH4	46P	EP2	TG 90
2	EX215L SLR	CH4	46P	EP2	TG 90
3	EX130	CH4	46P	EP2	TG 90

- For smooth arrangement of supply of spare parts etc. tenders can be invited to shortlist the vendors which shall be valid for one year.

9. Miscellaneous Charges

- Stay arrangement of machine staff shall be arranged by the civil division in co-ordination with nearby villagers.

10. Completion of work

- After completion of the assigned work, the machine shall be immediately shifted either to the yard or to the next assignment, if allotted.

In first case, the expenditure of shifting will be charged to the cost of the work and in second case, the expenditure will be charged to the next assignment.

- The SDO and JE of respective Civil and Mechanical division shall certify the satisfactory completion of work before shifting of machines.

11. Records to be maintained

- Log book for daily operation.
- Any breakdown period be recorded.
- Log of repair and maintenance and spare parts used.
- Stock register of spares, engine oil, Grease etc.

12. Distribution of Departmental Machines and Staff to be deputed:-

- Deployment of staff on the machines shall be done by the XEN Mechanical at his own level in such a way that the machine would be working continuously and work is not hampered on the site.

Government of Punjab
Department of Water Resources

To

1. Chief Engineer/Canals
2. MD/PWRMDC
3. All Superintending Engineers/Drainage and Canals
4. All XEN of WRD and PWRMDC

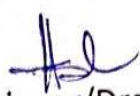

Memo No. 1278/PA/CE/Drg .
Dated:- 15/12/2023

Subject:- Clarification regarding Procedure to be adopted for use of Departmental Machinery.

- 1.0 Please refer to the subject cited above this office memo no. 674/PA/CE/Drg dated 13/10/2023 (copy attached).
- 2.0 Instructions/procedure to adopt for the usage of departmental machinery have already been issued in details along with the amended guidelines.
- 3.0 This office is receiving information that there is some confusion regarding sanctioning of estimates/revised estimates for the usages of departmental machines.
- 4.0 In this regard it is hereby clarified that estimate as per CSR rates shall be prepared by the concerned XEN Civil Division and an advance anticipatory sanction equal to working cost i.e. 35% of the estimated cost as per CSR under the relevant head of Account shall be granted by the concerned Chief Engineer.
- 5.0 XEN civil division (whose work is to be executed) shall place job order to concerned mechanical division (the division which is to deploy the machine) for execution of work.
- 6.0 After completion of the work, XEN mechanical shall submit the final bill along with Log book, measurement book and transportation bills etc. which shall be considered as base for the final estimate of the Civil division & accordingly final estimate shall be submitted by XEN Civil to Chief Engineer (concerned) after recommendation of SE concerned.

- 7.0 Therefore only one estimate as per actual work done shall be sanctioned by the competent authority. There shall be no confusion regarding estimate of these works.
- 8.0 Final Payment shall be made by XEN civil division to XEN Mechanical division as per the final estimate.


D.A.:- Letter dt. 13.10.2023


Chief Engineer/Drainage Cum
Mining and Geology
Water Resources Department
Punjab, Chandigarh 

Endst. No. 1279-81/PA/CE/Drg.

Dated:- 15/12/2023.

1. Principal Secretary, Water Resources Department for information.
2. Superintending Engineer to monitor that proper schedule of machines and deployment of machines is being done by the Mechanical division.
3. XENs of Mechanical Division (Amritsar/SAS Nagar, Ferozepur) to coordinate for site inspection and finalization of machine type so that work is started on site without any delay.


Chief Engineer/Drainage Cum
Mining and Geology
Water Resources Department
Punjab, Chandigarh 